

## Clearinghouse Database Searching Notes

(updated May 2020)

These notes will show you how to select the most suitable database for your topic and then to do simple but effective searching to locate information including full text documents.

### Selecting which database/s to search

#### SPORTdiscus with Full Text

**Topics:** sports medicine, sports psychology, biomechanics, physiology, nutrition, coaching, training, administration, specific sports

#### MEDLINE with Full Text

**Topics:** sports medicine, physiology, nutrition, biomechanics, physical therapy, rehabilitation

#### E-Journals

**Topics:** scientific/technical information. Access restrictions may apply.

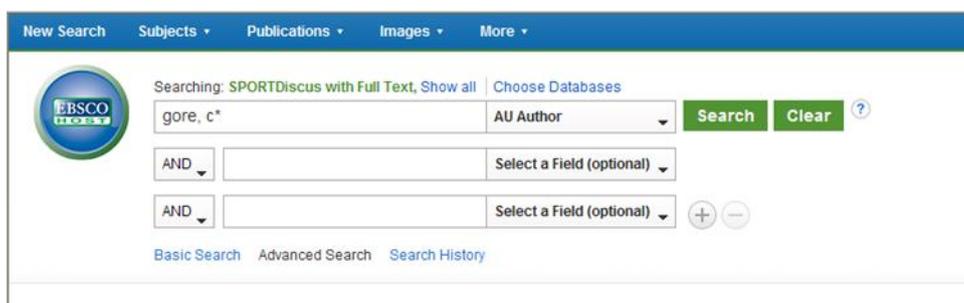
*Searching can be carried out over more than one database at the same time.*

Select the most suitable database/s for your search by ticking the box next to the title and then the **Continue** button above or below.

The screenshot shows the 'Choose Databases' section of the Clearinghouse for Sport website. At the top, there is a navigation bar with links for 'New Search', 'Thesaurus', 'Publications', 'Images', and 'More'. Below the navigation bar, the page title is 'Clearinghouse for Sport' and the section is 'Choose Databases'. A sub-header reads: 'To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click Continue.' Below this, there is a yellow 'Continue' button and a checkbox labeled 'Select / deselect all'. The main content area is divided into three sections: 'Trial Databases', 'SPORTDiscus with Full Text', and 'MEDLINE with Full Text'. The 'Trial Databases' section includes two options: 'Business Continuity & Disaster Recovery Reference Center' and 'eBook Subscription Harvard Business Publishing Collection Trial', both with checkboxes. The 'SPORTDiscus with Full Text' section has a checkbox and a description: 'SPORTDiscus with Full Text is the world's most comprehensive source of full text for sports & sports medicine journals, providing full text for 550 journals indexed in SPORTDiscus. This authoritative file contains literature.' Below the description are links for 'Title List' and 'More Information'. The 'MEDLINE with Full Text' section has a checkbox and a description: 'MEDLINE with Full Text provides the authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, and pre-clinical sciences found on MEDLINE, plus the data Biomedical Reference Collection.' Below the description are links for 'Title List' and 'More Information'. The 'E-Journals' section has a checkbox and a description: 'The E-Journals database provides article-level access for thousands of e-journals available through EBSCO Subscription Services. For users with a valid subscription, EBSCO's SmartLinks technology provides...' Below the description are links for 'Title List' and 'More Information'.

## Author searching

1. Enter author's name in exactly this form: smith, j\*
2. Use drop-down menu at right to change Select a Field (optional) to AU author
3. Click Search and view results.



The screenshot shows the EBSCOhost search interface. At the top, there are navigation links: "New Search", "Subjects", "Publications", "Images", and "More". Below this is a search bar with the text "Searching: SPORTDiscus with Full Text, Show all" and a "Choose Databases" link. The search term "gore, c\*" is entered in the search box, and the field is set to "AU Author". There are "Search" and "Clear" buttons. Below the search bar, there are two rows for adding more search terms, each with an "AND" operator and a "Select a Field (optional)" dropdown. At the bottom, there are links for "Basic Search", "Advanced Search", and "Search History".

## Subject searching

You will identify your topic, conduct a search and then refine the result if needed.

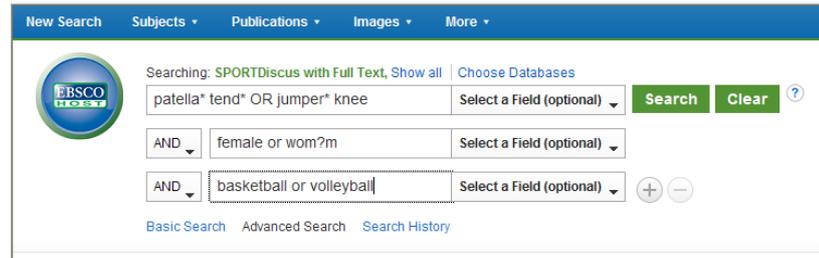
1. Formulate a title/statement/question which defines the topic.  
*e.g. "jumper's knee in female volleyball and basketball players"*
1. Identify and separate the concepts.  
*( jumper's knee / patellar tendinitis ; female ; basketball / volleyball )*
2. List possible search terms.  
*( jumper\* knee or patella\* tend\* ) and ( female or women\* ) and ( basketball\* or volleyball\* )*

## Important tips

- **basketball\*** - will search for *basketball, basketballer, basketballers*
  - **injur\*** - will search for *injury, injuries, injured, injurious*
  - **tend\*** will search for *tendinitis, tendonitis, tendinopathy, tendon*
  - **Wildcard ?** - enter your search terms and replace each unknown character with a ?. EBSCOhost finds all citations of that word with the ? replaced by a letter:
  - **wom?n** - will search for *woman* and *women*
  - **organi?ation** - will search for *organisation* and *organization*
  - **Wildcard #** - enter your search terms, adding the # in places where an alternate spelling may contain an extra character. EBSCOhost finds all citations of the word that appear with or without the extra character
  - **Colo#r** - will search for *color* and *colour*
3. Enter the most representative terms for the main concept in the top row
  4. Enter the most representative terms for the next concept in the row below
  5. Enter the terms for the next concept in the next row. Use the **Add Row** link to create additional rows if needed.

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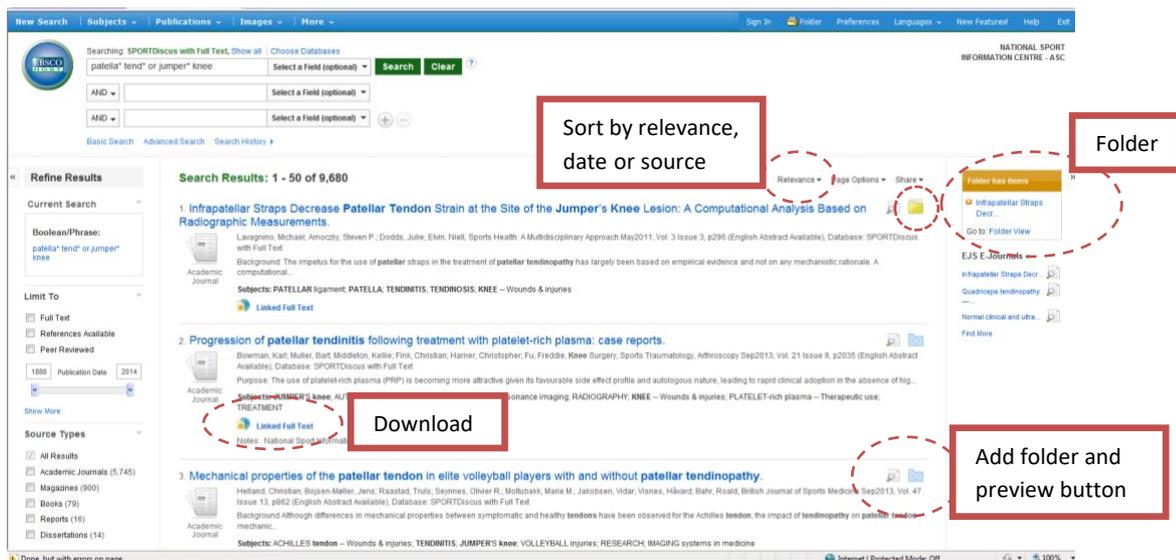
6. Select “and”, “or” or “not” in dropdown at left of each row; “Select a field (optional)” in window at right.
7. Click on **Search**.



## Viewing results

The articles that were found, display in the centre of the Result List Screen. Search results can be citations, full text articles, document summaries or abstracts, and can include links to full text.

1. To view full text, click on **Linked Full Text** or **PDF Full Text** link. (best option is to right click and open in new tab)  
*Note: **Linked Full Text** links to a file outside the database. If a security warning appears, click **Download File** option to view. **PDF Full Text** is often a more reliable option.*
2. Use the box at top right to sort results by date or relevance.
3. To save references of interest, click **folder button** at the right of the citation and it will appear in the Folder box (Folder has items).



## Advanced tips - refining your search

1. Use the **Search Options** area below the search box to **limit** your results:
  - a. to a specified time period (such as the last five years)
  - b. to **peer-reviewed** journals only
  - c. to full text items only
  - d. items in English only
2. Enter selections – *note that options are different and must be checked separately for each database* - then **Search** at bottom
3. To set limits from the results screen, use the options on the left hand side of the screen such as the date slider or the Full Text/Peer Reviewed tick boxes (use the ‘x’ at the top of the Refine Results section to remove or reset limits):

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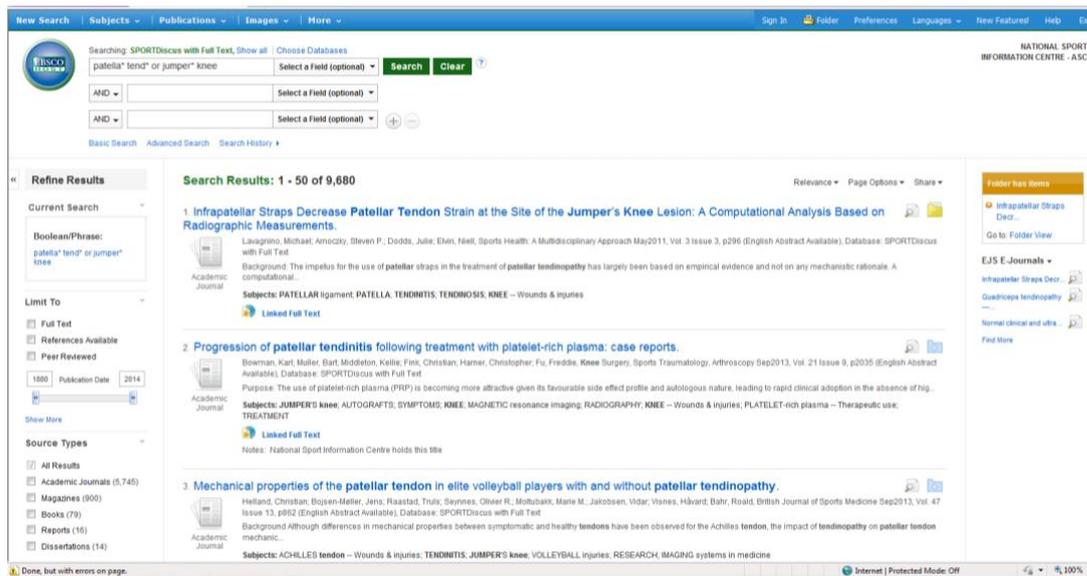
Refine Results

The screenshot shows a search results page for the query "patellar tendon". The search results are displayed in a list format, with the first result highlighted. The search criteria are: "patellar tendon" AND "patellar tendon". The search results are filtered to show 1-56 of 437 results. The first result is titled "Independent Stress Decreases Patellar Tendon Strain at the Site of the Jumper's Knee Lesion: A Computational Analysis Based on Radiographic Measurements". The second result is titled "Progression of patellar tendinopathy following treatment with platelet-rich plasma: case reports". The third result is titled "Mechanics properties of the patellar tendon in elite volleyball players with and without patellar tendinopathy". The fourth result is titled "Treatment of patellar tendinopathy: a systematic review of randomized controlled trials". The fifth result is titled "A single application of low energy radial extracorporeal shock wave therapy is effective for the management of chronic patellar tendinopathy". The search results are displayed in a list format, with the first result highlighted. The search criteria are: "patellar tendon" AND "patellar tendon". The search results are filtered to show 1-56 of 437 results. The first result is titled "Independent Stress Decreases Patellar Tendon Strain at the Site of the Jumper's Knee Lesion: A Computational Analysis Based on Radiographic Measurements". The second result is titled "Progression of patellar tendinopathy following treatment with platelet-rich plasma: case reports". The third result is titled "Mechanics properties of the patellar tendon in elite volleyball players with and without patellar tendinopathy". The fourth result is titled "Treatment of patellar tendinopathy: a systematic review of randomized controlled trials". The fifth result is titled "A single application of low energy radial extracorporeal shock wave therapy is effective for the management of chronic patellar tendinopathy".

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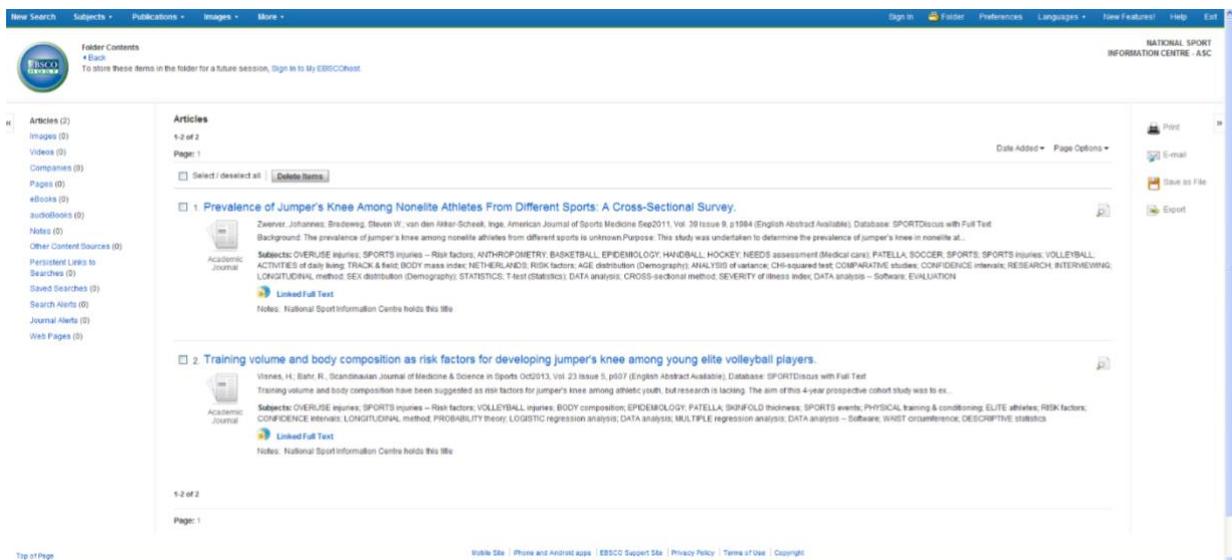
## Selecting and saving references

1. Click on PDF or HTML links to view articles of interest and use File / Save / Print.
2. To select articles from Results list, click on **Folder icon** to the right of the citation or within preview (folder will change colour).



3. When finished, click on **Folder** at screen top right or **Folder View** link under yellow bar at screen right to view list of selected results.
4. Tick the references you wish to save and click on the icon at right of the screen to select **print, email, save or export** (e.g. to Endnote) option.
5. The **Print** option allows you to print off a list of the citation of selected articles including abstract where available. The **Save** option allows the list to be saved onto your PC. The **Email** option allows the list to be emailed to one or several email addresses. You can also copy and paste the text into a word processing document (eg. Microsoft Word).

*Note: Email results can include PDF full text if required and is the recommended option.*



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- To **email** results, after clicking the envelope icon you will go to this page. Enter the email address(s) (can send to more than one), a name for the search in the Subject line and any comments below. Untick the box on the right if you do not want the full text of selected items included.

**Tip:** *Untick the box at bottom left so that items are NOT removed from folder after emailing. This will allow you to return to your list of selections in this session.*

## Articles

Number of items to be e-mailed: 3

E-mail from:

E-mail to:   
Separate each e-mail address with a semicolon.

Subject:

Comments:

Format:  Rich Text  Plain Text

Remove these items from folder after e-mailing  
For information on e-mailing Linked Full Text, see [online help](#). For information on using Citation Formats, see [online citation help](#).

### Include when sending:

- PDF as separate attachment (when available)
  - Standard Field Format
  - Detailed Citation and Abstract
  - Citation Format
  - Customized Field Format
- AMA (American Medical Assoc.)

## Creating an Account

If you would like the saved items in your folder to still be saved next time you use the databases you will need to create an account within EBSCO. This is separate to your Clearinghouse for Sport account. (*logging in can also save your results if you need to be away from your desk while completing a search. Databases will 'time out' after about half an hour and otherwise any items added to your folder will be lost*)

- Go to **Sign In** at the top right of the screen and when the sign in page appears select **Create a new Account**

Sign In to My EBSCOhost

Sign in to access your personalized account.

- Save preferences
- Organize your research with folders
- Share your folders with others
- Save shared folders
- Save and export your EBSCOhost history
- Create email alerts within EBSCOhost
- EBSCOhost mobile app available on iOS

Forgot your password? [Forgot your user name and password?](#)

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The screenshot shows the EBSCOhost 'Sign In to My EBSCOhost' page. The main heading is 'Create a new account - Personal Account'. The form includes the following fields: First Name, Last Name, E-mail Address, User Name (with a note: 'This is the user name you will use to sign in to My EBSCOhost (254 character maximum)'), Password (with a note: '5 character minimum, 100 character maximum'), Repeat Password, Secret Question (with a dropdown menu set to '(Select One)' and a note: 'Used to help identify your account if you forget your user name or password'), and Secret Answer. At the bottom of the form, there is a note: 'Note: Please remember your account information for future reference.' and two buttons: 'Save Changes' and 'Cancel'.

2. Fill in the details and click **Save Changes**. Your account has now been created. Best practice is to log in each time you are doing any significant database research or think you might like to save any results.

## Setting your Preferences

In order to better view results you may like to set up individual preferences, such as the way in which articles are presented, whether images are displayed and language etc. If you have created a profile you can also save these preferences for each time you log in.

1. Click on **Preferences** at the top right of the window



2. Set your preferred preferences and click Save. Recommended settings include:
  - a. Language: English (this is the default language)
  - b. Result List Display Format: Detailed (displays full abstract and citation which makes it easier to determine if the article is relevant)
  - c. Image QuickView: Off
3. Continue searching, results display will automatically change.

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Sign in to save preferences for a future session.

## General Settings

Language

Autocomplete search suggestions  On  Off

Run Smarttext Search when query returns no results  On  Off

## Result List Display

Format  Standard  Title Only  Brief  Detailed

Page layout  Three Columns  Two Columns  Two Columns  One Column

Image QuickView  On  Off [Hint](#)

Sort by  Relevance  Database Default

Results per page

## Print, E-mail, Save Export

Default format  Standard Field Format   Citation Format   Customized Field Format

Export settings Save citations to a file formatted for:  E-mail a file with citations in:

E-mail from

E-mail to

Separate each e-mail address with a semicolon.

E-mail format  Rich Text  Plain Text

**Can't find what you are looking for?**

Please contact us:

**Clearinghouse for Sport**

Email – [clearinghouse@ausport.gov.au](mailto:clearinghouse@ausport.gov.au)

Phone Number – (02) 6214 1369

**Queensland Academy of Sport**

Email – [Maleah.Harris@npsr.qld.gov.au](mailto:Maleah.Harris@npsr.qld.gov.au)

Phone Number – (07) 3708 7847

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